

## Scope and Purpose

This information handout is intended to inform and educate event organizers, tent rental companies and others interested in using a “Tent and or other Membrane Structures” of the codes and standards enforced by the Everett Fire Department.

## Definition

**Fire Permit** – within the City of Everett, a fire permit is an Operational Fire Permit issued on a per-event or activity basis and does not constitute as an annual operation.

**Tent** – a structure, enclosure, or shelter, with or without sidewalls or drops, constructed of fabric or pliable material supported in any manner except by air or the contents that it protects.

**Membrane Structures** – an air-inflated, air-supported, cable or frame-covered structure as defined by the international Building Code and not otherwise defined as a tent.

**Temporary** – tents, air-supported, air-inflated or tensioned membrane structures shall not be erected for a period of more than 180 days within a 12-month period on a single premise.

## Permit Required

A permit is required to operate an air-supported temporary membrane structure, a temporary stage canopy, or a tent having an area in excess of 400 square feet.

### Exceptions:

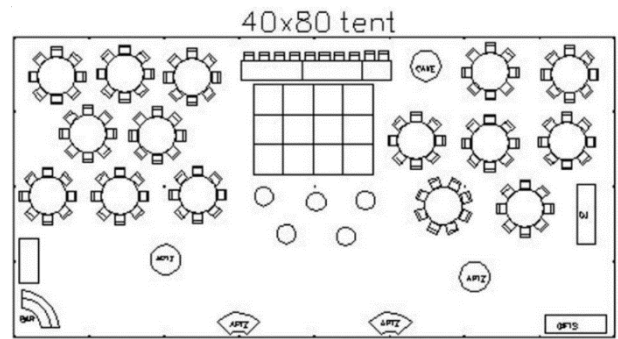
1. Tents used exclusively for recreational camping purposes.
2. Tents open on all sides, which comply with all of the following:
  - 2.1. Individual tents having a maximum size of 700 square feet.
  - 2.2. The aggregate area of multiple tents placed side by side without a fire break clearance of not less than 12 feet shall not exceed 700 square feet total.
  - 2.3. A minimum clearance of 12 feet to structures and other tents shall be provided.

## Fire Permit Application

The following are required and shall be submitted prior to issuance of the permit;

- Online Permitting Portal <https://onlinepermits.everettwa.gov/etrakit/default.aspx>
- Manufacturer Specifications
  - Structural Stability and Anchoring Specifications (staking the tent will be required unless manufactures specifications and/or engineering can be provided to show how it will be ballasted properly).
- Certificate of Flame Resistance - all tents and their; sidewalls, drops, floor coverings, decorative materials, shall meet the flame propagation performance criteria.
- Floor plan is required for tents with an occupant load of 50 or more and shall show;
  - Number of tent walls,

- Location of Exits (include size, type, etc.),
- Location of fire extinguishers (minimum 2-A: 10; B:C) with current service tag.
- “No Smoking” signs,
- Diagram of interior including; location of chairs, tables, merchandise, and occupant load, (15 square feet per person for events with tables and chairs, seven square feet per person without tables and chairs, occupant load sign shall be posted).
- Cooking and/or open flames.
- Heaters and ventilation.
- Site plan is required and shall show the following;
  - Number of tents.
  - Size of all tents.
  - Occupant load for each tent.
  - Tent location in reference to fire apparatus access, lot lines, buildings, other tents, and parked vehicles (when determining required distances, support ropes and guy wires shall be considered as part of the tent).
  - Locations of generators (generators shall be a minimum of 20’ feet from the tent).



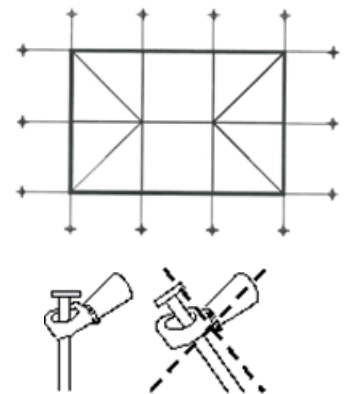
## Staking Requirements

Under circumstances where the manufacture specifications cannot be located, or does not specify minimum staking requirements, the following shall apply:

- Stake dimensions- 1" x 36", driven down to full anchor depth.
- One stake per leg
- Two stakes per corner adjacent to each other.
- Stakes shall be driven straight down, not angled.
- Stakes shall be driven in the ground  $\frac{1}{2}$  the distance of the leg height from the tent.

**Example:** If the legs are eight-foot-tall then the stakes shall be driven in 4' from the base of the leg

- Tent feet shall be installed on each leg.
- These requirements may only be used for tents with a maximum square footage of 4,000 square feet.



## Ballasting Requirements

The minimum ballasting requirements shall be specified in the tents manufacturing specifications or an engineering report shall be provided showing the proposed ballasted weight is appropriate for the tent size and wind loads.

Under circumstances where the manufacture specifications cannot be located or does not specify minimum ballasting requirements and an engineering report cannot be provided the tent shall be staked as per the manufactured specifications.

**Exception:** with the Fire Marshal's approval, tents with a maximum square footage of 4,000 square feet shall have the minimum ballasting requirements as follows:

- Minimum ballast weight used shall be 1,200 pounds per leg.
- Corner shall have two 1,200 pounds ballast weights in place adjacent to each other.
- Anchor points shall be ½ the distance of the leg height from the tent.
- Tent feet shall be installed on each leg.

## Straps/Ropes

Straps shall meet the following requirements:

- Ropes are not acceptable only ratchet nylon webbing straps with tensile strength rating shall be used to secure all tents.
- All methods of securing straps to anchors shall meet the same or greater working loads as specified by the manufacture. If manufacturer does not provide working loads, 1,200 pounds or greater shall be used.
- Webbing straps shall be free of tears or excessive frays.

## Permit Fees

Operational Fire Permits for carnivals, fairs, and festivals - <https://www.everettwa.gov/306/Fire-Permits>